



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Fiscal Management

Division: Division of Human Services

Sub-Section:

**TITLE:** Attorney General Orders and Missouri Incarceration Reimbursement Act Correspondence

**CUTOFF:** EOSFY

**DESCRIPTION:** Administrative court rulings issued against offenders accounts and directives for future collection for cost of incarceration.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21672

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Bid Project Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Correspondence and documentation developed during the bid process that is not placed in the official contract or bid file. This is a working file for bids issued by the Office of Administration and unawarded projects.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21701

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Bid Protest Files

**CUTOFF:** EOSFY

**DESCRIPTION:** All correspondence and documentation related to a bid protest of an award of contract or bid by an unsuccessful bidder.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21698

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Fiscal Management

Division: Division of Human Services

Sub-Section:

**TITLE:** Canteen Banking Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Bank statements, reconciliations, deposit records, and supporting documentation for the Inmate Canteen Fund.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21677

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Check Requisitions / Cancellations

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation to replace checks and to cancel duplicate payments, wrong vendors and destroyed checks.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21703

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Child Support Collections

**CUTOFF:** EOSFY in which paid

**DESCRIPTION:** Documentation of the collection of Child Support from offender accounts by administrative or court order.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21662

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Fiscal Management

Division: Division of Human Services

Sub-Section:

**TITLE:** Consumable Inventory Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation from work locations stating consumable inventory. Consumable inventories include items that are "used up", such as pencils, cleaning supplies, etc.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21707

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Contract Files

**CUTOFF:** EOSFY when contract expires

**DESCRIPTION:** Contracts awarded by Office of Administration/Division of Purchasing Materials Management and the Department of Corrections through the Information for Bid and Request for Purchase process, Memorandum of Understanding, Acknowledgement of Contract, work agreements, special project agreements, and all other signed contracts. Files contain the Departmental Request for Purchase form, awarded contract, solicitation document, amendments, related correspondence and documentation associated with contractor performance.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21696

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Crime Victims Compensation Reports

**CUTOFF:** End of Month

**DESCRIPTION:** Documentation of the collection of Crime Victims Compensation fees from offender accounts by administrative or court order.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21661

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Fiscal Management

Division: Division of Human Services

Sub-Section:

**TITLE:** Extradition, Certificates of Delivery and Bill of Costs

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation of costs associated with the extradition of offenders paid to agencies or officials from cities, counties or other states.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21714

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Inmate Canteen Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Including merchandise inventory, institutional canteen committee meeting minutes, and fixed assets.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21660

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Journal Vouchers

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation of correcting entries in the statewide accounting system.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21706

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Fiscal Management

Division: Division of Human Services

Sub-Section:

**TITLE:** Offender Account Activity

**CUTOFF:** EOSFY

**DESCRIPTION:** Offender correspondences relating to the offender's account activity, including collection of fees, funds posted to the account, and order clarification requests.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21663

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Offender Banking Records

**CUTOFF:** EOSFY

**DESCRIPTION:** Daily reports and documentation related to offender account activity, including Doc Scan documentation, banking transaction listings, offender payrolls, and work release payroll.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21671

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Offender Grievance Settlement Payments

**CUTOFF:** EOSFY

**DESCRIPTION:** Documentation of grievance settlement from General Revenue and/or Canteen Fund.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21665

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Fiscal Management

Division: Division of Human Services

Sub-Section:

**TITLE:** Program Files

**CUTOFF:** EOSFY

**DESCRIPTION:** Community Release Center, Electronic Monitoring Program / Inmate Revolving Fund Halfway House files include deposits, daily transactions, halfway house maintenance and fees owed forms, completed and paid in full forms, revenue transmittals, paid documents for the electronic monitoring program, halfway house provider sheets and memos and correspondence.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21679

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Revenue Transmittals Reconciliation's

**CUTOFF:** EOSFY

**DESCRIPTION:** Monthly reconciliation of documents. Money received within the month from general revenue, federal and other funds.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21705

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** State and/or Federal Payment/Receivable Documentation

**CUTOFF:** EOSFY

**DESCRIPTION:** Offender documentation of payment to State or Federal Government to include filing fees and unclaimed property. Offender documentation of funds received from Federal and/or State Government to include Social Security, Veteran's Affairs, and Internal Revenue Service.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21664

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Fiscal Management

Division: Division of Human Services

Sub-Section:

**TITLE:** Vendor Information Data Files

**CUTOFF:** WSO

**DESCRIPTION:** Vendor Information Data forms submitted by prospective bidders, and related documentation.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21699

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009

**TITLE:** Working Capital Revolving Fund Revenue Transmittal Reconciliations

**CUTOFF:** EOSFY

**DESCRIPTION:** Monthly cash receipt reconciliation documents and copies of Missouri Vocational Enterprise Revenue Transmittal logs utilized to audit Working Capital Revolving Fund cash receipts.

**RETENTION:** Years: 5 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 21695

**SERIES STATUS:** Approved

**APPROVAL DATE:**

10/27/2009